

MANTUA TOWNSHIP TRUSTEES
REGULAR MEETING

Held January 7 21, 2016 Page 1 of 8

The Board of Trustees of Mantua Township convened in regular session from 7:00 to 9:01 p.m. in the Mantua Township Hall. Chairman Jason Carlton called the meeting to order with the following members and visitors present: Jason Carlton, John Festa, Victor Grimm, Trustees. Marie Stehli, Fiscal Officer. Brian Tayerle, Dan Wysznski, Road Crew. Jim Aldrich, Sexton. Terrie Nielsen & Bob Stehli, BZA. Betsy Woolf, BZA Secretary. Nick Ehlert, & Lynn Harvey, Zoning Commission. Susan Skrovan, Zoning Commission Secretary. Fiscal Officer Elect Jodie Thompson. Several residents.

Introduction

Chairman Jason Carlton called the meeting to order and requested that everyone silence their cell phones.

The pledge of allegiance was led by Marie Stehli.

RES 22-16 Motion to approve the end of the year minutes as presented by Victor Grimm, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 23-16 Motion to approve the beginning of the year minutes as presented by Victor Grimm, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 24-16 Motion to approve the minutes of the last regular meeting as presented by Victor Grimm, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes. Marie explained that the \$10,000 in the Capital Equipment fund came originally from the Road Levy fund, and therefore cannot be transferred to the School Building Fund, since it was voted on by the residents for roads. She has confirmed this with the auditor. The Audit is almost completed. The field work is done.

Financial Report

The Fiscal Officer presented the following financial report:

2016 Temporary Appropriations:	\$	479,009.50	
2016 Payments:	\$	29,998.95	
Encumbered, not paid:	\$	124,875.68	
2016 Receipts:	\$	14,621.45	
Cash balance:	\$	656,411.53	
with	\$	642,175.31	invested

The Fiscal Officer presented the following correspondence:

- Minutes highlighting elevator funding discussion
- Ohio LTAP Newsletter
- Polling Place requirements
- OPERS Employer notice
- Reduce Load Limits resolution from Commissioners
- OPWC paid Perrin Asphalt

Now that the funds have been certified, the budget was discussed. Jason Carlton talked about getting a chipper via the Capital Equipment fund. \$10,000 was transferred to the School Fund from the General fund at the last meeting.

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MANTUA TOWNSHIP
ANNUAL APPROPRIATION RESOLUTION
25-16

Jason Carlton moved the adoption of the following Resolution:
BE IT RESOLVED by the *Board of Trustees* of Mantua Township,
Portage County Ohio that to provide for the current expenses
and
other expenditures of said Board of Trustees, during the
fiscal year, ending **December 31, 2016**
the following sums be and the same are hereby set aside and
appropriated for the several purposes
for which expenditures are to be made for and during said
fiscal year, as follows, viz

ANNUAL TOWNSHIP APPROPRIATIONS
2016
GENERAL FUND

That there be appropriated for GENERAL GOVERNMENT:

<u>General Government</u>			
<i>Administrative</i>			
Personal Services	\$	50,991.95	
Employee Fringe Benefits	\$	64,100.00	
Other	\$	<u>49,528.00</u>	164,619.95
<i>Townhalls, Memorial Buildings and Grounds</i>			
Personal Services	\$	1,800.00	
Supplies and Materials	\$	3,000.00	
Purchased Services	\$	<u>45,500.00</u>	50,300.00
<i>Zoning</i>			
Purchased Services	\$	<u>5,200.00</u>	5,200.00
TOTAL GENERAL GOVERNMENT			220,119.95

That there be appropriated for PUBLIC WORKS:

<u>Public Works</u>			
<i>Lighting</i>			
Purchased Services	\$	<u>1,700.00</u>	
TOTAL PUBLIC WORKS			1,700.00

That there be appropriated for CONSERVATION-RECREATION:

<u>Conservation - Recreation</u>			
<i>Parks and Recreation</i>			
Personal Services	\$	3,600.00	
Purchased Services	\$	8,500.00	
Supplies and Materials	\$	<u>1,000.00</u>	
TOTAL CONSERVATION - RECREATION			13,100.00

That there be appropriated for CAPITAL OUTLAY:

<u>Capital Outlay</u>			
Land	\$		

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Buildings	\$	22,000.00	
Improvement of Sites	\$	<u>18,000.00</u>	
TOTAL CAPITAL			
OUTLAY			40,000.00
That there be appropriated for OTHER FINANCING USES:			
<u>Other Financing</u>			
<u>Uses</u>			
Operating Transfers Out	\$	16,900.00	
Contingencies		40,000.00	
Advances Out		<u>0.00</u>	
TOTAL OTHER FINANCING USES			<u>56,900.00</u>
TOTAL GENERAL FUND			331,819.95

MOTOR VEHICLE LICENSE TAX FUND

That there be appropriated for PUBLIC WORKS:			
<u>Public Works</u>			
<i>Highways</i>			
Supplies and Materials	\$	<u>19,000.00</u>	
TOTAL MOTOR VEHICLE LICENSE TAX FUND			19,000.00

GASOLINE TAX FUND

That there be appropriated for PUBLIC WORKS:			
<u>Public Works</u>			
<i>Highways</i>			
Personal Services	\$	108,000.00	
Employee Fringe Benefits	\$	<u>0.00</u>	
TOTAL GASOLINE TAX FUND			108,000.00

ROAD & BRIDGE FUND

That there be appropriated for PUBLIC WORKS:			
<u>Public Works</u>			
<i>Highways</i>			
Personal Services	\$		
Employee Fringe Benefits	\$	55,800.00	
Purchased Services	\$	123,300.00	
Supplies and Materials	\$	36,000.00	
Capital Outlay	\$	<u>20,000.00</u>	
TOTAL ROAD & BRIDGE FUND			235,100.00

CEMETERY FUND

That there be appropriated for HEALTH:			
<u>Health</u>			
<i>Cemeteries</i>			
Personal Services	\$	4,800.00	
Supplies and Materials	\$	5,000.00	

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Purchased Services	\$	21,700.00	
Other	\$	<u>200.00</u>	
TOTAL CEMETERY FUND			42,450.00

ZONING FUND

That there be appropriated for ZONING

<u>Zoning</u>			
Personal Services	\$	10,200.00	
Supplies and Materials	\$	1,300.00	
Purchased Services	\$	1,500.00	
Other	\$	<u>2,800.00</u>	
TOTAL ZONING FUND			15,800.00

ROAD LEVY FUND

That there be appropriated for PUBLIC WORKS:

<u>Public Works</u>			
<i>Highways</i>			
Purchased Services	\$	140,000.00	
Supplies and Materials	\$	<u>150,000.00</u>	
TOTAL ROAD LEVY FUND			290,000.00

PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND

That there be appropriated for PUBLIC WORKS:

<u>Public Works</u>			
<i>Highways</i>			
Supplies and Materials	\$	0.00	
Capital Outlay	\$	0.00	
Purchased Services	\$	<u>0.00</u>	
TOTAL PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND			0.00

PUBLIC WORKS FUND

That there be appropriated for CAPITAL OUTLAY:

<u>Capital Outlay</u>			
Purchased Services	\$	<u>0.00</u>	
TOTAL PUBLIC WORKS FUND			0.00

STATE GRANTS

That there be appropriated for CAPITAL OUTLAY:

<i>Highways</i>			
Supplies and Materials	\$	0.00	
Capital Equipment	\$	0.00	
Improvement of Sites	\$	<u>0.00</u>	

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TOTALSTATE GRANTS FUND0.00

VETERAN'S MEMORIAL MAINTENANCE
FUND

That there be appropriated for MAINTENANCE:

Purchased Services\$2,206.18

TOTAL PUBLIC WORKS FUND2,206.18

CAPITAL PROJECTS FUNDS

That there be appropriated for CAPITAL OUTLAY:

Capital Outlay

Capital Equipment Fund\$10,000.00
Mantua Center School fund\$35,000.00

TOTAL CAPITAL OUTLAY FUNDS45,000.00

CEMETERY BEQUEST-WASHBURN-REED
FUND

Supplies and Materials\$2.00

TOTAL CEMETERY BEQUEST-WASHBURN-REED FUND2.00

CEMETERY BEQUEST-WAY-MERRIFIELD
FUND

Supplies and Materials\$2.00

TOTAL CEMETERY BEQUEST-WAY-MERRIFIELD FUND2.00

CEMETERY BEQUEST-OLIN FUND

Supplies and Materials\$1.00

TOTAL CEMETERY BEQUEST-OLIN FUND1.00

CEMETERY BEQUEST-KEYES FUND

Supplies and Materials\$1.00

TOTAL CEMETERY BEQUEST-KEYES FUND1.00

CEMETERY BEQUEST-LANGE FUND

Supplies and Materials\$3.00

TOTAL CEMETERY BEQUEST-LANGE FUND3.00

FIRE INSURANCE AGENCY FUND

Other\$0.00

TOTAL FIRE INSURANCE AGENCY FUND0.00

AGENCY FUND-FLOW THROUGH FUND

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Other	\$	3,000.00	
TOTAL AGENCY FLOW THROUGH FUND			3,000.00

RECAPITULATION OF FUNDS

GENERAL FUND	\$	331,819.95
MOTOR VEHICLE LICENSE TAX FUND	\$	19,000.00
GASOLINE TAX FUND	\$	108,000.00
ROAD & BRIDGE FUND	\$	235,100.00
CEMETERY FUND	\$	42,450.00
ZONING FUND	\$	15,800.00
ROAD LEVY FUND	\$	290,000.00
PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND	\$	0.00
PUBLIC WORKS FUND	\$	2,206.18
STATE GRANTS FUND	\$	0.00
CAPITAL PROJECTS	\$	45,000.00
CEMETERY BEQUEST-WASHBURN-REED FUND	\$	2.00
CEMETERY BEQUEST-WAY-MERRIFIELD FUND	\$	2.00
CEMETERY BEQUEST-OLIN FUND	\$	1.00
CEMETERY BEQUEST-KEYES FUND	\$	1.00
CEMETERY BEQUEST-LANGE FUND	\$	3.00
FIRE INSURANCE AGENCY FUND	\$	0.00
AGENCY FUND-FLOW THROUGH FUND	\$	<u>3,000.00</u>
GRAND TOTAL OF ANNUAL APPROPRIATIONS FOR ALL FUNDS	\$	<u>1,092,385.13</u>

Victor Grimm seconded the **Resolution** and the roll being called upon its adoption the vote resulted as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Main Meeting

Custodian Report

Sue still has a bird issue in the Civic Center.

Zoning Report

Bob Stehli said that the BZA has journalized their meeting at which they denied Mark Miller's application. They briefly discussed another application from Kelly Supply for paving a parking lot and found a lot was missing from the application. He has been to the Zoning Commission and talked to Chris Meduri about it. He said that they were rejecting the application, as it is not complete. The practice of sending to the neighbors by certified mail was questioned, as it is quite expensive. Betsy said that she paid over \$70 for one hearing's postage. Carole Pollard got a letter on a neighboring well first class. Victor Grimm asked if Chris is OK with sending the notices first class. Bob said yes. **RES 26-16** Motion by Victor Grimm that the BZA can send out notices to neighbors by

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regular mail, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Lynn Harvey said that the CDCD district has been recorded.

Cemetery Report

Jim Aldrich thanked Marie Stehli for her years of service.

Road Report

None.

Club & Committee Reports

Sue Skrovan said that the Garden Club will be removing the decorations.

Trustee Reports

Jason said that Todd Peetz wants to have another community meeting at the end of February. February 23 at 6:30 was set.

Terrie Nielsen said that the grant committee found a grant for architecture fees from the National Trust Foundation. A \$250 membership is required. The deadline is February 1. Marie said that the next meeting is February 4. The grant could be \$15,000-20,000, and grants are awarded four times a year. Terrie suggested applying now because the architect fees might be all incurred by June, which is the next deadline. John Festa said he has no information on this. Doug Fuller is almost done with the estimate. Jason wanted to wait until the next cycle. He felt there is no harm in membership. Terrie said that the architecture piece has to be done quickly. Vic agreed that it is a tight framework and we have no idea of cost. Terrie said that the Portage Foundation also has grants available. We can also apply for another CDBG grant. Also, there are public works grants available to help with the water supply. Have the Trustees gotten any letters of support together for John Eklund? Not yet. Cal Brant said that if the grant is doable, Brant Carpentry would be willing to donate the \$250 for membership. Carole Pollard said that the National Trust Foundation is solid. \$250 gives a good return. If you don't ask, the answer is NO. Jason said all had valid reasons, but all of the trustees agreed to wait a cycle.

Old Business

None.

The following spoke during Public Comments-

Dan Wysznski thanked Marie for her good work.

Terrie Nielsen also thanked Marie.

Cal Brant said that Marie is an asset to the community and asked where the trustees stand on the Fiscal Officer's office? He has a proposal in for floor refinishing. John Festa said they would talk at the next meeting.

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Dave Pollard thanked Marie.
Mary Ellen Hamlin said we need to put some lights on at the school exterior.
Amy Janca said that Ohio Edison will rent a pole.
Larry Lietzow thanked Marie and said that we have good employees. Dan, Brian and Jim all deserve good raises.

Finale

RES 27-16 Motion by Jason Carlton to pay the following bills, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

MANTUA TOWNSHIP PAID BILLS			1/21/2016
21660	BRIAN TAYERLE	JANUARY 1-15, 2016	1,318.29
21661	DANIEL WYSZNSKI	JANUARY 1-15, 2016	1,257.30
21662	JAMES ALDRICH	JANUARY SALARY	352.58
21663	JASON CARLTON	JANUARY SALARY	519.17
21664	JOHN DICKEY	JANUARY SALARY	527.55
21665	JOHN FESTA	JANUARY SALARY	772.50
21666	VICTOR GRIMM	JANUARY SALARY	561.25
21667	RHETTA HALL	JANUARY SALARY	132.29
21668	SUSAN SKROVAN	JANUARY SALARY	253.51
21669	MARIE STEHLI	JANUARY SALARY	1,050.00
21670	BETSY WOOLF	FILING	59.50
21671	BRIAN TAYERLE	REIMBURSEMENT	3.00
21672	AETNA	JAN-FEB HEALTH INSURANCE	3,906.03
21673	PORTAGE COUNTY TREASURER	STORM WATER ASSESSMENTS	226.03
21674	RECORD PUBLISHING	LEGAL AD	13.50
21675	CUE	ANNUAL DUES FOR SALT	200.00
21676	OHIO EDISON	DECEMBER SERVICE	1,052.02
21677	MILLER & COMPANY	JANUARY SERVICE	75.00
	GOVERNMENT FORMS &		
21678	SUPPLIES	MINUTE BOOK	120.03
21679	DELUXE CLEANERS	DECEMBER SERVICE	67.00
21680	STAPLES	OFFICE SUPPLIES	150.24
21681	HAYLETTS CORNER STORE	FUEL	127.05
21682	MANTUA HARDWARE	MAINTENANCE ITEMS	28.97
21683	MANTUA AUTO PARTS	MAINTENANCE ITEMS & TIRES	821.63
21684	TL SERVICE CENTER	MAINTENANCE ITEMS	10.34
21685	MAX HERR WELL DRILLING	SERVICE CALL AT CIVIC CENTER	50.00
21686	AUBURN PIPE	CULVERTS	240.00
21687	SHELLY & SANDS	2.28 TONS COLD PATCH	223.44
21688	KELLY SUPPLY	REFUND BZA HEARING FEE	380.00
			14,498.22

RES 28-16 Motion to adjourn made by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Victor Grimm	Jason Carlton
John Festa	Jodie Thompson, Fiscal Officer

All formal actions of the Board of Trustees of Mantua Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.